

The Nursery



BENGEWORTH CE ACADEMY

# TERMS AND CONDITIONS SEPTEMBER 2023

Updated: January 2023  
To be reviewed: July 2024

## TERMS AND CONDITIONS

### PROVISION

The Nursery at Bengeworth CE Academy is situated within the Burford Road setting of Bengeworth CE Academy, Evesham.

Children attending the Nursery will be greeted by a member of staff on arrival and at their designated drop off time. At the end of a session, children will be handed over to parents /carers by a member of staff. Any change to who is collecting children must be communicated by a parent/carer to a member of the nursery staff or via the school office.

Children will not be allowed to leave the Nursery with any adult other than their parent/carer unless this has been communicated with staff beforehand.

All children must be collected promptly at the end of their chosen sessions, 11.30am for the morning session, 12-15-12.30pm for the lunchtime session and between 3.15pm-3.30pm at the end of the day, unless attending Night Owls. If collected late, a late collection fee of £5 will be charged. If your child is collected late at the end of the day, they will join Night Owls, where nightowls fees apply and a charge of £5 will incur. If you are going to be late please inform the office as soon as possible with your estimated time of arrival.

If a child is staying for the lunchtime session, this must be booked and paid for at a rate of £7.50 per day. Every child will be offered a two course meal carefully planned to meet their nutritional needs. Packed lunches are not required and should not be brought to the nursery unless agreed with the Nursery Lead beforehand. Allergies and dietary requirements must be communicated before children start via the appropriate form sent on confirmation of allocated spaces. Healthy drinks, including milk and snacks will be provided during the course of each Nursery session.

Breakfast Club and Night Owls are available to provide Wraparound Care and are chargeable sessions which cannot be paid for using the 15/30 hour funding entitlement. Terms and Conditions for Breakfast Club and Night Owls can be found [here](#).

Spaces and sessions will be allocated on a first come, first served basis. Priority will be given to children who are in the academic year in which they become four, then those who wish to attend in the term they turn three years old, then those who wish to attend the term they are three. If sessions are full, alternative sessions will be communicated with parents, and children will be placed on a waiting list.

### **Fees, Payment and Late Payment**

All fees are outlined on our website, which can be found [here](#). Fees are chargeable in advance for those sessions which are booked. Parents are informed of charges on confirmation of a space and should use this as a guide only as payments may differ depending on how they chose to split their funding with another provider or whether additional sessions (e.g Wraparound Care) are booked.

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Occasionally, additional payments may be requested for example voluntary contributions towards educational visits. Parents will be notified of these via ParentPay.

In circumstances where a parent/carer is unable to keep up payments we would ask that they contact the school immediately to discuss the issue and explore alternative options. Failure to meet payment may result in the cancellation of a child's space. Sessions missed due to illness or failure to attend remain chargeable.

We reserve the right to review the fees at any time but parents will be given adequate notice of any changes to be made.

### NURSERY EDUCATION FUNDING (FOR 3 AND 4 YEAR OLDS)

All children will receive 15 funded hours per week for 38 weeks each year (570 hours per year in total) commencing in the term after their third birthday. Many working parents can also access an additional 15 hours per week if they meet the eligibility criteria. Further details about eligibility can be found at <https://www.childcarechoices.gov.uk>

#### **Child's Birthday**

1st April - 31st August

1st September - 31st December

1st January - 31st March

#### **Funding Starts**

September

January

April

Funding cannot be used to pay for Breakfast Club, Lunch Time Provision or Night Owls. Parents can choose how they allocate their funding including across different providers. This will need to be clearly stated on the **Parent Declaration Form**.

To claim Nursery Education Funding, a **Parent Declaration Form** must be completed, listing all the settings attended by the child. A **new declaration form must be completed** if a child starts attending a new setting or changes the number of hours at a setting - this is a condition of claiming Nursery Education Funding from Worcestershire County Council.

Failure to complete a new Parent Declaration Form may invalidate the child's entitlement to funding. Parents claiming the additional 15 hours (30 hours) will be prompted to reconfirm their details every 3 months via text or email from the HMRC. Should parents miss the reconfirmation deadline, they will be notified that their eligibility has lapsed.

If a child changes settings after the third week of term, their funding **will not** follow them to the new setting for the remainder of the term unless:

- It can be shown that the old setting was not meeting the needs of the child, or
- Due to family circumstances, it is no longer possible to travel to the old setting.

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Funding will resume at the new setting from the beginning of the following term.

Children may join The Nursery in the term in which they are three, following their birthday. These sessions at £18 For each 3 hour block. A minimum of 3 sessions are required to be attended each week.

A refundable booking fee of £45 is charged when initially booking spaces and refunded when the child starts Nursery.

## HOLIDAYS AND SICKNESS

All sessions must be booked and paid for regardless of whether the child attends due to illness or being on holiday. No refunds will be given for sessions missed or alternative sessions offered. Parents must inform the school of any planned absences such as holidays or celebrations. Forms for this can be found [here](#).

## ADDITIONAL SESSIONS

Additional sessions, where available, must be booked and confirmed with the school office and should be paid for at the time of booking. Additional sessions come on a first come, first served basis dependent on the number of children already attending the session.

Allocations will be reviewed at the end of each academic year.

## NURSERY CLOSURE

The Nursery at Bengeworth CE Academy will close in line with school holidays, no charges will be made for these periods. However, if in exceptional circumstances or due to bad weather the Nursery has to close, no refunds will be given.

The Nursery will not normally remain open for Teacher Training Days (Inset days) as funding is on a term time only basis. Parents will be notified of all school closure days via the school three-fold calendar, weekly newsletter and email reminders throughout the academic year.

## TERMINATION AND NOTICE PERIOD

The Nursery and Bengeworth CE Academy reserve the right to terminate a child's place with immediate effect if any fees are not paid or if a parent, carer or child displays abusive, threatening and inappropriate behaviours towards members of staff or children. Parents will be given one month's notice and still remain liable for fees throughout the notice period.

Parents may end their agreement with The Nursery and terminate their child's space by giving one month's written notice of cancellation, parents will be charged if insufficient notice is given.

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### ACCIDENTS, ILLNESS AND MEDICATION:

Paediatric and First At Work trained staff will administer first aid should a child have an accident; parents will be notified of all accidents via Medical Tracker through an email notification and verbally on collection by a member of staff.

For accidents of a more serious nature involving hospital treatments, parents/carers will be contacted immediately. Should we be unable to contact parents/carers, parents/carers hereby authorise staff to act on behalf of parents/carers to obtain the necessary treatment.

In accordance with our [Administration of Medicines in School](#) policy, parents must inform the school of any medication needed by their child when applying for their child's space via the **Data Collection Form**.

Should a child become ill during their session and they are deemed not well enough to remain in the session, parents will be contacted to collect their child immediately.

Children with contagious illnesses or infections should remain absent from Nursery and parents should inform the office of their child's absence for each session they are due to miss. Details of contagious illnesses and the associated periods of absence can be found on the school website.

Parents should refer to the [First Aid policy](#) when establishing whether their child can attend sessions when ill and should inform the office if their child is suffering from any illness or allergies before attending Nursery.

### ALLERGIES AND DIETARY REQUIREMENTS

Parents are required to inform the Nursery of any food, medicine, activities or any other circumstances that may cause their child to have an allergic reaction. This information should be shared on the **Data Collection Form** sent when confirming their allocated spaces.

Parents understand that for severe allergies, a meeting will be arranged to discuss their child's specific needs and a Medical Form or Care Plan will be completed and shared with necessary staff members across the school.

Dietary requirements must be communicated with staff prior to a child starting The Nursery so that appropriate arrangements can be made.

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### SAFEGUARDING

Safeguarding our children is our highest priority. We have an obligation to report any safeguarding concerns to the relevant authorities. We may do so without your consent and/or informing you dependent on the advice we have been given.

Parents are advised to refer to the school's Safeguarding Policy for further information that can be [here](#).

Data collection must be completed by parents when applying for spaces within The Nursery and parents must inform the school immediately of any changes to personal contact details, including those authorised to collect their child.

We are delighted to welcome you and your child to The Nursery at Bengeworth CE Academy and look forward to working alongside you during the length of your child's experience here with us. If you have any concerns regarding the services we provide, please contact us straightaway. Your satisfaction is of paramount importance to us and any concerns/complaints will be dealt with straightaway.

Your Sincerely,  
*Hayley Potter*  
Headteacher